

# DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

## JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

**UNIT:** Oakland Housing Unit II (Nine positions)  
**(PENDING APPROVAL)**

**CLASSIFICATION:** Fair Employment & Housing Consultant I (Limited-term for 12 months)

**SALARY:** \$2507-\$3957

**FINAL FILING DATE:** Until Filled

### DUTIES:

Participate in training designed to develop and maintain skills necessary to serve as a Consultant. Investigate complaints of discrimination in housing. Analyze issues, design strategies for investigation, prepare formal discovery attempts, interview witnesses, attempt settlements. Prepare written reports of investigations. Maintain records necessary to control and manage caseload, including diaries, logs, reports. Confer with supervisor on progress. Prepare for and participate in efforts at conciliation. May participate in public hearings. May accept new complaints and/or advise and counsel the public on proposed complaints of discrimination; explain jurisdiction and procedures; draft complaints; interview prospective complainants; properly prepare paperwork and, where necessary, directly serve complaints.

### DESIRABLE QUALIFICATIONS:

Ability to analyze data and draw conclusions, to learn and apply laws and regulations, and to follow established procedures; knowledge of the problems of protected groups, minorities, women and disabled in securing employment and access to housing; good writing skills; sensitivity and tact in dealing with people. Willingness to work irregular hours and to travel widely within an assigned area.

### WHO SHOULD APPLY:

(1) Individuals who are currently employed by the State of California in the classification indicated. (2) Individuals employed by the State of California who are within lateral transfer range. (3) Former State of California employees who wish to reinstate. (4) Individuals who have taken a State examination for the classification indicated and have current list eligibility.

### SEND COMPLETED STATE APPLICATION TO:

Department of Fair Employment and Housing  
ATTN: Personnel Office  
2014 T Street, Suite 210  
Sacramento, CA 95814

(916) 227-2892 or CALNET 8-498-2892  
FAX (916) 227-2890 or CALNET 8-498-2890  
TTY (800) 700-2320

Applicants will be screened and those best qualified will be interviewed.

RPA #:  
ISSUE DATE: 11/06/02